

Third Taxing District

2 Second Street
East Norwalk, CT 06855

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Third Taxing District of the City of Norwalk

Special Commission Meeting

Tuesday, January 19, 2016 at 7:00p.m.

At the Third Taxing District Office, 2 Second Street, East Norwalk, CT

1. Public Comment – 15 Minute Limit
2. Minutes of Meeting – December 7, 2015 – A/R* (Pgs. 1-8)
3. Discussion of Strategic Planning Process
4. Vote on Library Master Plan Recommendation
5. Vote on Implementation Plan Proposal Recommendation
6. General Manager's Report (Pg. 9)
 - Bloom & Son Solar Project – 19kW
7. Review of Editorial Reply
8. Discussion of The Hour Interview
9. Discussion/Analysis of Financial Statements/Key Performance (Pgs. 10-15)
10. Project Summary Q&A
11. Adjourn

*A/R – Action Required/See Attached Motion

Agenda backup material is available at the TTD office, www.ttd.gov and will be available at the meeting.

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District Commissioners

Charles L. Yost 203-853-0837
David L. Brown 203-866-8099
Debora Goldstein 203-252-7214

Chairman
Commissioner
Commissioner

James Smith
Ron Scofield
Michael Intrieri

203-866-9271
203-866-9271
203-866-3001

General Manager
Assistant General Manager
Treasurer

THIRD TAXING DISTRICT
of the City of Norwalk
Commission Meeting
December 7, 2015

ATTENDANCE: Commissioners: Charles Yost, Chair; David Brown; Debora Goldstein,
Treasurer: Dr. Michael Intrieri

STAFF: Jim Smith, General Manager; Ron Scofield, Assistant General Manager

OTHERS: Justin Connell (CMEEC), Stan Siegel (East Norwalk Library),
Pete Murphy/Liz Lyons (James P. Murphy & Associates)

PUBLIC: Jim Anderson

CALL TO ORDER

Commissioner Yost called the meeting to order at 7:00 p.m. A quorum was present.

PUBLIC COMMENT

There were no comments from the public.

CMEEC PRESENTATION OF WINTER MARKET CONDITIONS

Justin Connell from CMEEC was in attendance to present the winter market conditions for CMEEC. Currently the CMEEC Rate 9 Energy Portfolio, and effectively TTD, is hedged at 92% at a price of \$64.75/MWh. The balance will be realistically filled in, by the end of the year based on updated market and weather conditions, with the overarching objective to maximize regional competitiveness.

Since we are fairly well-hedged, there should not be any significant deviations from the budget that CMEEC is setting in terms of the wholesale cost of power. Based on where we have everything right now, our overall energy price for 2016 should be about \$100/MWh.

It is anticipated that the winter months (December, January, February and March) will be warmer compared to the previous year which will result in a lower demand and bring the cost of power down.

MINUTES OF MEETING

**** COMMISSIONER BROWN MOVED TO APPROVE THE MINUTES OF NOVEMBER 4, 2015 REGULAR MEETING.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

INSURANCE RENEWAL PRESENTATION

Peter Murphy and Liz Lyons were in attendance to present the insurance renewal for calendar year 2016. Mr. Murphy indicated that for the basic insurance some of the items are up and some are down. Losses are down for worker's compensation. The experience mod is still very low at .90, which is really fabulous for this industry. Additional infra-red thermal scanning testing was done in the District this past year, which lowers the General Liability Boiler/Machinery coverage. The net overall premium renewal is down just under \$1,200.

**** COMMISSIONER GOLDSTEIN MOVED TO ACCEPT THE RECOMMENDED 2016 INSURANCE RENEWAL AS PRESENTED BY OUR CONSULTANT, JAMES P. MURPHY & ASSOCIATES, INC., AND THE MANAGEMENT OF THE DEPARTMENT.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Murphy then presented to the Commission a Cyber Security policy and explained what the policy provides. Two quotes were presented. They are identical except for the limit of liability. One policy is \$1 million limit with a cost of \$5,083 and the other is \$2 million limit with a cost of \$6,350, a difference of approximately \$1,200.

The Commission will review all the information presented and will make a decision at a future meeting whether or not to purchase Cyber Security insurance and at what limits.

mPOWER PRESENTATION

Mike Adams, TTD's General Line Foreman, talked about the company which was hired in the Fall of 2015 to conduct the GIS mapping of the distribution system for TTD. Prior to this, TTD's maps were all on paper. The new mapping system is a tool which will allow TTD to make changes and get various information as needed. It is a browser-based software. The goal was to get a GIS-based mapping tool that TTD could use. Some of the highlights include easier outage response and reporting, real time meter status maps, improved insight for predictive maintenance, AMI meter deployment management, insightful voltage study capabilities, load control (live verification during an event) and an ability to easily analyze meter blink counts.

Mr. Adams then explained how you would use the system to locate problems within the District and determine whether or not if it is an isolated incident or an incident that involves a larger problem, or more than one customer/meter. It will pinpoint what equipment is involved with the outage/problem and allow for the linemen to go directly to the problem, know what needs to be done and what replacement equipment they will need to correct the problem.

It will also help assist for reporting problems – how many people being affected by the outage, where the outage is, and how long ratepayers were without power.

The Commissioners thanked Mr. Adams for his presentation and were pleased that we have updated our mapping system.

PRESENTATION OF LIBRARY CAPITAL ITEMS

Mr. Siegel reviewed the top items that the Library would like to see completed. Over recent months, some of the items have been completed, i.e., parking lot striping and signs.

Mr. Siegel reviewed the list with the Commission and indicated approximate costs associated with each item.

- Exterior painting and repair - \$4,500
- HVAC/Central Air (both floors) - \$10,000
- Hardwood Floors - \$4,000
- Toilet Partitions - \$500 each x 4 = \$2,000
- Window Tint – Cost unknown
- Front Entrance Steps (repair/resurface) - \$6,985 (Dahill Co.)
- Van Zilen Hall Kitchen - \$1,500 cabinets; \$1,000 labor

Mr. Siegel also pointed out the difficulty he had in obtaining quotes from different vendors. Some of the vendors did not want to take the time to deal with a tenant because they would not be able to provide the final approval for the work. Mr. Siegel provided a list of vendors that were contacted.

LIBRARY PLANNING COMMITTEE DISCUSSION

Commissioner Yost said that at the last LPC meeting the Final Master Plan was presented to the Committee. The LPC now has to make a formal recommendation to the TTD Commission for consideration. Commissioner Yost has asked Mr. Smith to schedule a meeting in January. Once scheduled, the LPC can move forward.

Dr. Intrieri asked whether or not Alex Cohen will be present at the Annual Meeting in March to review the findings from the Master Plan. Commissioner Yost said he will be there.

ANNUAL MEETING PROCEDURES REVIEW

Mr. Scofield reviewed with the Commission his findings for the major concerns/changes that need to be made at the Annual Meeting in order to ensure the meeting runs more smoothly and that the Minutes are captured properly.

Mr. Scofield began by saying that:

Transcriptions

- Betsy Bowen (transcriptionist) – Multiple calls were placed to her. After two weeks she returned our calls. Unfortunately, she does not have her own recording equipment, so Mr. Scofield spoke with Performance Audio, who can record the meeting at no extra charge. We were given the impression that she was not interested in taking on this job.
- Since the response was not good from Betsy Bowen, more research was done and two companies in Stamford were contacted. One company, Stamford Court Reporter, provided a quote and will also video tape the meeting for a quote of approximately \$1,650. The second company, Brandon Huseby, came in with a lesser quote, but did not seem very cooperative with what we needed. The Commission would like further research done on this subject to see if we can find someone who is a little less expensive.

Motions

- Motions during Annual Meeting: Cynthia Tenney will handle typing the motions on a laptop projecting on a screen during the meeting, and filling in the votes. The motions and votes can be saved and posted within 24 hours of the meeting. It is essential that the meeting gets slowed down to capture everything.

Set-Up

- Set up of the room should be divided into two sections. In addition to Mr. Scofield, a second staff member will be added to the floor to assist in counting votes and handing off the microphone for ratepayers to speak.

Agenda Questions

- What will be done about the reading and approval of the Minutes from last year? Discussion took place about what should happen. The Commission decided that this topic should be discussed again at the January meeting.
- Do we want to keep the legislative update on the agenda? It was decided to keep it on the agenda for this upcoming year.

- Are there any other items on the agenda the Commission would like to see changed or let it remain as is? Commissioner Goldstein brought up the fact that there is no "Public Comment" listed on the agenda. Discussion took place as to whether or not this should be added and how it would be controlled. "Public Comment" should be related to an agenda item only and have a time limit. The decision was made not to include this, but instead add Q&A after appropriate agenda items.

GENERAL MANAGER'S REPORT

Update on Strategic Planning

Mr. Smith will have, by the end of the week, a third proposal for the Strategic Planning. Once all proposals are received, Mr. Smith will put together a report and recommendation to bring back to the Commission at a future meeting, possibly January 2016.

Status of Non-Performing Assets

Mr. Smith said that TTD currently has two properties that are non-performing assets – 215 East Avenue and 51 Van Zant Street (Library). Mr. Siegel has already outlined some of the issues about the Library with regard to capital items. This building is in a fair amount of disrepair. The building at 215 East Avenue, which had a new roof about three years ago in 2012, is also in disrepair. Mr. Smith had worked with a company called ProCheck at the time who performed a complete analysis of the building, including estimates for all the repairs.

Mr. Smith said additional discussion on these two buildings will tie into the Strategic Planning process which will be conducted early next calendar year.

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE

Mr. Smith began the discussion by stating that October was a shoulder month. In shoulder months, TTD doesn't do very well financially. Even though we experienced a loss, it was not as large as October of 2014. Although, not a great month, it was much closer to breakeven than the previous year.

The PCA has remained at 2.7 cents. This has increased the revenues. Net Income is at \$676,956 vs. last year's \$345,715. Expenses are fairly well in line. Contributing factors for an increase in expenses are some legal expenses and a major roof repair to the Second Street building which were not budgeted. Net Ordinary Income is consistent vs. last year. Other Income was \$122,402 compared to \$141,435 last year. Other Expense was \$36,797 vs. \$38,349 for 2014. Rate Stabilization contributions are at \$360,361.

DRAFT

KPIs – The bad debt ratio is coming down. For the month of October, it is now at 5.4% vs. 5.9% last year. A plan is currently being developed to help reduce the percentage, i.e., writing off small amounts of debt (\$25 to \$50) and removing the liens from the accounts over 180 days old.

PROJECT SUMMARY

Cost of Service: Commissioner Goldstein asked whether or not Dawn Lund was working on this item. Mr. Smith said she has not started as yet, as he was waiting on the audit.

Pole Attachments: Commissioner Goldstein indicated that Frontier (formerly AT&T) has seemed to have disappeared from the sheet. Mr. Smith said there is a meeting next week with Frontier. Frontier is looking to put 5 foot antennas on the top of TTD poles for wireless connections. This is a new program they are currently working on. It's actually Verizon/Frontier looking to pay TTD a fee. They are looking to do this with all the municipalities within the State. The Frontier issue will be back on the Project Summary once activity has taken place on this issue.

Rowan Street Renovation: Mr. Smith said this will begin in the Spring.

Norden Data Center: No change in status.

EXECUTIVE SESSION

**** COMMISSIONER GOLDSTEIN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL AND REAL ESTATE ACQUISITION/PURCHASE.**
**** COMMISSIONER YOST SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, Treasurer, Mr. Smith and Mr. Scofield entered into Executive Session at 9:19 p.m.

**** COMMISSIONER GOLDSTEIN MOVED TO EXIT EXECUTIVE SESSION AND RETURN TO PUBLIC SESSION.**
**** COMMISSIONER BROWN SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, Treasurer, Mr. Smith and Mr. Scofield returned to public session at 10:07 p.m.

DRAFT

ADJOURNMENT

**** COMMISSIONER GOLDSTEIN MOVED TO ADJOURN.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 10:08 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

MOTION FOR MINUTES

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) REGULAR MEETING.

OR

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) REGULAR MEETING AS CORRECTED.

GENERAL MANAGER'S REPORT
(Note Page)

**Third Taxing District
Financial Highlights
Jul-Nov 2015 vs. Jul-Nov 2014**

	Jul-Nov 2015	Jul-Nov 2014	\$ Change	% Change
Total Income	4,883,541	4,197,172	686,368	16%
Total Expense	4,628,042	4,273,965	354,076	8%
Net Ordinary Income	255,499	(76,793)	332,292	-433%
Other Income	161,973	225,173	-63,199	-28%
Other Expense	47,473	38,593	-	-
Net Income before Rate Stabilization	369,999	109,787	260,212	237%
Rate Stabilization	428,837	357,429	71,407	20%
Net Income	798,836	467,216	331,620	71%

CASH BALANCES FY 2015

ACCTS

	Nov-15
Operating Accounts	602,574
Construction WIP	734,604
Capital Improvements Fund	865,450

TTD Outstanding Principal Balance with CMEEC

Balance as of July 1, 2014	5,146,271
Current Balance	4,434,719
Current Fiscal Year Capital Additions to date	591,562.70

Power Supply

	Current Fiscal Year-to-Date	Last Fiscal Year-to-Date	\$ Change	% Change
Energy Cost	\$ 2,949,093	\$ 2,810,500	\$ 138,592	5%
Budget Energy Cost	\$ 2,713,165	\$ 2,669,975	\$ 43,190	2%
Energy Cost Cents/KWH	10.500	10.100	\$ 0.40	4%

Third Taxing District
Profit & Loss Prev Year Comparison
November 2015

	Nov 15	Nov 14	\$ Change	% Change
Ordinary Income/Expense				
Income				
443-00 · Cervalis Data Center Revenues	20,844.96	16,417.44	4,427.52	26.97%
440-00 · Residential Sales	261,550.35	284,476.50	-22,926.15	-8.06%
442-01 · Large Commercial Sales	77,054.65	81,448.06	-4,393.41	-5.39%
442-02 · Small Commercial Sales	213,017.94	206,394.14	6,623.80	3.21%
445-01 · Water Pollutn Contrl Pint Sales	90,355.71	95,911.68	-5,555.97	-5.79%
445-02 · Flat Rate	8,680.29	7,144.06	1,536.23	21.5%
451-00 · Miscellaneous Service Revenue	24,628.70	16,567.73	8,060.97	48.66%
557-00 · Purchased Power Adjustment	110,283.28	42,760.44	67,522.84	157.91%
Total Income	806,415.88	751,120.05	55,295.83	7.36%
Cost of Goods Sold				
555-00 · Electrical Power Purchased	468,977.22	463,218.95	5,758.27	1.24%
Total COGS	468,977.22	463,218.95	5,758.27	1.24%
Gross Profit	337,438.66	287,901.10	49,537.56	17.21%
Expense				
904-00 · Substation	15,129.47	17,159.62	-2,030.15	-11.83%
403-00 · Depreciation Expense	62,283.00	46,636.06	15,646.94	33.55%
408-00 · Taxes	1,074.50	1,147.11	-72.61	-6.33%
540-00 · Other Power Generation Expense	1,122.15	1,680.42	-558.27	-33.22%
580-00 · Distribution Expenses	9,469.75	6,091.44	3,378.31	55.46%
590-00 · Maintenance Expenses	39,722.82	66,639.19	-26,916.37	-40.39%
900-00 · Customer Accounts & Service	17,908.38	19,874.62	-1,966.24	-9.89%
920-00 · Administrative Expenses	145,094.90	126,097.35	18,997.55	15.07%
Total Expense	291,804.97	285,325.81	6,479.16	2.27%
Net Ordinary Income	45,633.69	2,575.29	43,058.40	1,671.98%
Other Income/Expense				
Other Income				
418-00 · Dividends	0.00	1,757.18	-1,757.18	-100.0%
419-00 · Interest Income	178.57	23.78	154.79	650.93%
421-00 · Norden Project Income	28,910.38	68,418.02	-39,507.64	-57.74%
424-00 · Energy Conservation Fund Income	10,216.91	8,615.10	1,601.81	18.59%
Total Other Income	39,305.86	78,814.08	-39,508.22	-50.13%
Other Expense				
942-00 · Interest Expense	405.95	243.27	162.68	66.87%
Total Other Expense	405.95	243.27	162.68	66.87%
Net Other Income	38,899.91	78,570.81	-39,670.90	-50.49%
Net Income before rate stabilizaion	84,533.60	81,146.10	3,387.50	4.18%
Rate Stabilization	24,779.36	33,853.73	-9,074.37	-26.81%
Net Income	109,312.96	114,999.83	-5,686.87	-4.95%

Third Taxing District
Profit & Loss Prev Year Comparison
 July through November 2015

	Jul - Nov 15	Jul - Nov 14	\$ Change	% Change
Ordinary Income/Expense				
Income				
443-00 · Cervalis Data Center Revenues	79,990.23	81,769.45	-1,779.22	-2.18%
440-00 · Residential Sales	1,886,330.37	1,313,266.96	573,063.41	43.64%
442-01 · Large Commercial Sales	440,886.83	331,648.34	109,238.49	32.94%
442-02 · Small Commercial Sales	1,297,733.72	927,174.94	370,558.78	39.97%
445-01 · Water Pollutn Contrl Plnt Sales	446,643.00	369,496.38	77,146.62	20.88%
445-02 · Flat Rate	43,302.45	36,116.30	7,186.15	19.9%
557-00 · Purchased Power Adjustment	688,654.06	1,137,699.87	-449,045.81	-39.47%
Total Income	4,883,540.66	4,197,172.24	686,368.42	16.35%
Cost of Goods Sold				
555-00 · Electrical Power Purchased	2,949,092.69	2,810,500.45	138,592.24	4.93%
Total COGS	2,949,092.69	2,810,500.45	138,592.24	4.93%
Gross Profit	1,934,447.97	1,386,671.79	547,776.18	39.5%
Expense				
904-00 · Substation	81,349.73	88,910.00	-7,560.27	-8.5%
403-00 · Depreciation Expense	311,415.00	274,383.17	37,031.83	13.5%
408-00 · Taxes	109,044.14	84,124.19	24,919.95	29.62%
540-00 · Other Power Generation Expense	41,592.38	13,977.51	27,614.87	197.57%
580-00 · Distribution Expenses	28,192.27	32,848.34	-4,656.07	-14.17%
590-00 · Maintenance Expenses	258,393.63	254,638.38	3,755.25	1.48%
900-00 · Customer Accounts & Service	100,279.25	105,430.95	-5,151.70	-4.89%
920-00 · Administrative Expenses	748,682.45	609,152.42	139,530.03	22.91%
Total Expense	1,678,948.85	1,463,464.96	215,483.89	14.72%
Net Ordinary Income	255,499.12	-76,793.17	332,292.29	432.71%
Other Income/Expense				
Other Income				
418-00 · Dividends	7,681.22	8,674.65	-993.43	-11.45%
419-00 · Interest Income	2,301.95	131.08	2,170.87	1,656.14%
420-00 · Gain/(Loss) on Investments	-21,959.87	0.00	-21,959.87	-100.0%
421-00 · Norden Project Income	129,398.58	197,616.84	-68,218.26	-34.52%
423-00 · Gain/(Loss) from Sale of FA	9,000.17	0.00	9,000.17	100.0%
424-00 · Energy Conservation Fund Income	35,551.19	18,750.00	16,801.19	89.61%
425-00 · Miscellaneous Income		0.00	0.00	0.0%
Total Other Income	161,973.24	225,172.57	-63,199.33	-28.07%
Other Expense				
426-30 · PERSON TO PERSON	20,000.00	20,000.00	0.00	0.0%
426-20 · Energy Conservation Expense	25,650.00	17,226.16	8,423.84	48.9%
942-00 · Interest Expense	1,823.35	1,366.47	456.88	33.44%
Total Other Expense	47,473.35	38,592.63	8,880.72	23.01%
Net Other Income	114,499.89	186,579.94	-72,080.05	-38.63%
Net Income before rate stabilization	369,999.01	109,786.77	260,212.24	237.02%
Rate Stabilization	428,836.84	357,429.43	71,407.41	19.98%
Net Income	798,835.85	467,216.20	331,619.65	70.98%

Footnote 1

Footnote 2

Footnote 3

Footnote 4

Footnote 5

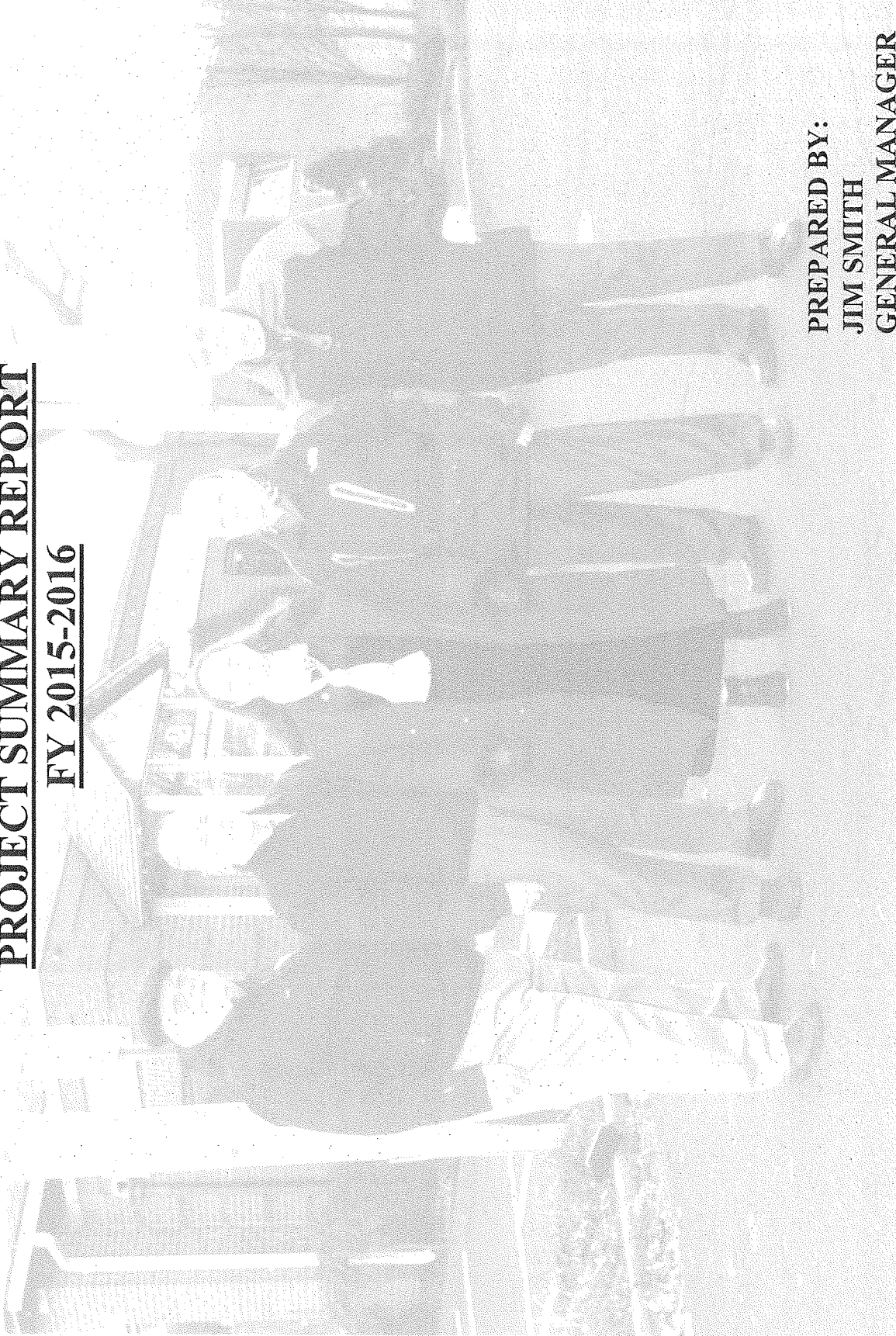
Third Taxing District
Profit & Loss Statement
Explanation of Major Variances
Jul-Nov 2015 vs. Jul-Nov 2014

1. The decrease in the fuel adjustment is due to the fact that the District moved to a revenue neutral rate adjustment in accordance with the results of the independent rate study. The Fuel Adjustment rate was decreased and the adjustments were spread proportionally to the revenues throughout the system. This can be seen by reviewing the November 2015 year to date financial statements versus the November 2014 year to date financial statements.
2. Other Power Generation expense increased \$27K due to maintenance on the generators by HO Penn for \$11K and \$6K in painting with Sergio's Painting.. The additional increase is due to the timing of fuel purchases from East River Energy for the generators.
3. The \$139K increase in Administrative expenses is due primarily to the unforeseen (i.e., not budgeted) roof repairs that were contracted with Ricks Main Roofing amounting to approximately \$40,000. The increase is also attributable to an increase in legal fees mainly due to the work done by Berchem, Moses & Devlin for \$16K. The district also has increased their contributions to the pension fund in an attempt to grow closer to becoming fully funded. The contributions were increased from \$8,223 in the prior year to \$12,500 in the current year. Also attributing to the increase is the timing of health insurance payments and benefits for 30K.
4. The \$21K decrease in Gain/(Loss) on Investments is due to the fair market value adjustment of the investment portfolio which is representative of unrealized loss.
5. The increase in Gain/(Loss) on Sale of FA is due to the sale of scrap at Lajoies and old transformers with Jerry's Electric.

THIRD TAXING DISTRICT
KEY PERFORMANCE INDICATORS (KPI'S)

		2015	November 2014	Industry Average (Bandwidth)
1)	<i>OPERATING RATIO</i>	TOTAL OPERATING EXPENSE / TOTAL OPERATING REVENUE	94.77%	101.83%
2)	<i>POWER SUPPLY EXPENSE RATIO</i>	TOTAL POWER SUPPLY EXPENSES / TOTAL EXPENSES	64%	66%
3)	<i>BAD DEBT RATIO</i>	TOTAL CUSTOMER ACCOUNTS OVER 90 DAY / TOTAL ACCOUNTS RECEIVABLE	5.50%	5.00%
4)	<i>ACTUAL RATE OF RETURN ON RATE BASE</i>	AUTHORIZED BY STATE STATUTE	N/A	N/A
5)	<i>ELECTRIC CUSTOMERS PER EMPLOYEE</i>	TOTAL ELECTRIC CUSTOMERS / TOTAL FULL TIME EMPLOYEES	356	385
				Varies by state
				200 - 500

THIRD TAXING DISTRICT
PROJECT SUMMARY REPORT
FY 2015-2016



PREPARED BY:
JIM SMITH
GENERAL MANAGER

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7	15	18 ROWAN STREET RENOVATION
8-11	16	MISCELLANEOUS



THIRD TAXING DISTRICT – PROJECT SUMMARY

UPDATED: DECEMBER 31, 2015

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
1)	A-BASE METER REPLACEMENT PROGRAM	<ul style="list-style-type: none">• IN PROCESS WITH METER DEPT.	ON-GOING UNTIL COMPLETED	
2)	CUSTOMER SERVICE TRAINING PROGRAM	<ul style="list-style-type: none">• TRAINING THROUGHOUT THE YEAR BASED ON TRAINING OPPORTUNITIES AND EMPLOYEE SCHEDULES.	ON-GOING	



COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

#

3)	SUCCESSION PLANNING PROCESS	<ul style="list-style-type: none"> • COMPLETE WITH PERIODIC REVIEW • NEW LINEMAN TO BE HIRED THIS FALL. 	ON-GOING	
4)	RADIO-READ METER UPGRADE	<ul style="list-style-type: none"> • APPROXIMATELY 1/3RD OF SYSTEM COMPLETED. 	ON-GOING THROUGH 2015 INTO 2016	<ul style="list-style-type: none"> • DECEMBER 2015 – INSTALLED 59 RADIO-READ METERS DURING THE MONTH OF DECEMBER FOR A TOTAL OF 1,615 TO DATE.
5)	UPGRADE FLEET VEHICLES	<ul style="list-style-type: none"> • PURCHASING/LEASING VEHICLES IN ACCORDANCE WITH FIVE-YEAR FLEET VEHICLE REPLACEMENT SCHEDULE. 	ON-GOING WITH PERIODIC UPDATES	



COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

#

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
6)	UPDATE EMERGENCY PLAN FOR DEPARTMENT	<ul style="list-style-type: none"> IMPLEMENTED AS NEEDED DEPENDING ON WEATHER CONDITIONS, OR AS SPECIAL CIRCUMSTANCES DICTATE. 	ON-GOING	
7)	I/T UPDATE/ UPGRADES	<ul style="list-style-type: none"> TRANSITION PROCESS COMPLETED WITH PERIODIC UPDATES TO HARDWARE/ SOFTWARE, IT SYSTEM, ETC. AS NEEDED. 	ON-GOING	<ul style="list-style-type: none"> DECEMBER 2015 – CONTINUED PROGRESS MADE ON I/T PORTION OF SCADA SYSTEM DURING THE MONTH. UPDATED PRINTERS TONER PROCUREMENT IN SEVERAL FUNCTIONAL AREAS OF THE DEPARTMENT IN PARTNERSHIP WITH CONNECTICUT BUSINESS SYSTEMS OF NORWALK. THIS WILL RESULT IN AN OVERALL SAVINGS OF \$1,500-\$2,000/YEAR AND STREAMLINES THE PROCESS OF DEALING WITH PRINTERS/TONER/ REPAIR BY DEALING WITH ONE LOCAL VENDOR.
8)	CONDUCT COST OF SERVICE/RATE STUDY	<ul style="list-style-type: none"> INITIAL STUDY CONDUCTED IN 2013 WITH RESULTS IMPLEMENTED IN OCTOBER 2014. A “TUNE-UP” IS BEING PERFORMED IN THE 4TH QTR OF 2015. 	WORK BEGINS 1 ST QTR 2016.	



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9)	STRATEGIC PLANNING PROCESS	<ul style="list-style-type: none">• TO BE ADDRESSED WITH THE COMMISSION AT A FUTURE DATE.	BEGIN IN 1 ST QTR 2016.	<ul style="list-style-type: none">• DECEMBER 2015 – FINALIZED DISCUSSIONS WITH CONSULTANTS DURING THE MONTH. A FINAL RECOMMENDATION WILL BE MADE ON THE SELECTION OF A CONSULTANT AT THE JANUARY 13TH COMMISSION MEETING, WITH AN IMPLEMENTATION SCHEDULE DEVELOPED SHORTLY THEREAFTER.
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10)	MAPLEWOOD	<ul style="list-style-type: none"> • IN NEGOTIATION. 	ON-GOING	<ul style="list-style-type: none"> • DECEMBER 2015 – SETTLEMENT DISCUSSIONS ARE ON-GOING BETWEEN OUR ATTORNEYS AND MAPLEWOOD’S ATTORNEY. BOTH SIDES HAVE ASKED FOR AN EXTENSION OF TIME TO TRY TO COME TO A COMPROMISE. LITTLE, IF ANY, MONEY HAS BEEN SPENT ON LEGAL FEES DURING THE MONTH.
11)	WEBSITE/BRANDING PROJECT	COMMISSION GRANTED EXTENSION OF JUMAR CONTRACT THROUGH FIRST QUARTER OF 2016.	ON-GOING THROUGH FIRST QTR 2016.	<ul style="list-style-type: none"> • DECEMBER 2015 – SEVERAL NEW IDEAS, INCLUDING SETTING UP A BLOG ON THE DEPARTMENT’S WEBSITE, QUARTERLY SURVEYS, LOCAL AND REGIONAL NEWS FEEDS ON OUR WEBSITE, ETC. WERE ROLLED OUT DURING THE MONTH OF DECEMBER.



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12)	CATV POLE ATTACHMENTS/ AMPLIFIERS	<ul style="list-style-type: none"> CURRENTLY IN ACTIVE NEGOTIATIONS WITH CABLEVISION. 	FINALIZE 4 TH QTR OF 2015	<ul style="list-style-type: none"> DECEMBER 2015 – CONSULTED WITH ATTORNEYS OVER THE LACK OF INVOICE PAYMENT BY CABLEVISION. THEY HAVE BEEN IN TOUCH WITH CABLEVISION’S ATTORNEYS/CONTRACT ADMINISTRATORS AND ARE WORKING OUT THE DETAILS.
13)	UPGRADE/ENHANCE FUEL TANKS @ 2 SECOND STREET	<ul style="list-style-type: none"> CURRENTLY IN COMPLIANCE WITH ALL STATE CODES THROUGH MONTHLY INSPECTIONS. HOWEVER, TANKS ARE AT THE END OF USEFUL LIFE. 	ON HOLD PENDING COMPLETION OF SEVERAL OTHER INFRASTRUCTURE PROJECTS.	



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14)	SUBSTATION UPGRADES AND IMPROVEMENTS	<ul style="list-style-type: none"> PROJECTS ON-GOING IN ALL SUBSTATIONS IN ORDER TO UPGRADE/ MAINTAIN COMPLIANCE WITH CONVEX/NERC/ FERC REQUIREMENTS. 	ON-GOING THROUGHOUT 2015-16 FISCAL YEAR.	<ul style="list-style-type: none"> DECEMBER 2015 – CONTINUED ON SUBSTATION UPGRADES AS A RESULT OF SCADA SYSTEM INSTALLATION DURING THE FIRST 2 WEEKS OF DECEMBER.
15)	18 ROWAN STREET RENOVATION	<ul style="list-style-type: none"> PROPERTY ACQUIRED, HOUSE DEMOLISHED AND LOT REPAVED. FINAL STEP IS TO SITE A MATERIALS STORAGE FACILITY ON THE SITE. 	RESCHEDULED TO SPRING 2016.	



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#	<u>MISCELLANEOUS</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
16)	<ul style="list-style-type: none"> ANNUAL REVENUE/EXPENSE BUDGET/FIVE-YEAR CAPITAL BUDGET 	<p>BUDGET PREPERATION COMPLETED, PRESENTED AND APPROVED BY COMMISSION AT THE JUNE 23, 2015 SPECIAL MEETING.</p>	<p>SECOND QTR 2015, PRESENT TO COMMISSION FOR JULY 1, 2015 IMPLEMENTATION</p>	
	<ul style="list-style-type: none"> SOLAR P/V PROJECT ROOFTOP AT SECOND STREET OFFICE 	<p>NO ACTIVITY AT THIS TIME. WE WILL RE-EVALUATE ONCE ALL OTHER ENERGY CONSERVATION IMPROVEMENTS/PROJECTS (LED S/L's, ETC.) ARE COMPLETED.</p>		
	<ul style="list-style-type: none"> LEASE NEGOTIATION – NORDEN GENERATORS 	<p>ON HOLD PENDING NEGOTIATION.</p>	<p>ON-GOING</p>	



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<p><u>MISC. (Cont.)</u></p> <ul style="list-style-type: none"> SOLAR PROJECTS 	<p>DISCUSSION STAGE/ POTENTIAL PROJECTS DISCUSSED WITH RESIDENTIAL CUSTOMERS AS PRESENTED.</p>	<p>ON-GOING</p>	<ul style="list-style-type: none"> DECEMBER 2015 – SENT COMPLETED AUDIT ALONG WITH COVER LETTER DATED NOVEMBER 30, 2015 TO COMMISSION. OVERALL RESULTS SHOWED THAT WE RECEIVED A “CLEAN” AUDIT OPINION WITH NO MATERIAL DISCREPANCIES NOTED IN THE AUDITOR’S MANAGEMENT LETTER.
<ul style="list-style-type: none"> ANNUAL FINANCIAL AUDIT (FYE 6/30/15) 	<p>COMPLETED FOR FYE 6/30/15 AS OF NOVEMBER 23, 2015.</p>	<p>EXPECTED COMPLETION DATE – OCTOBER 15TH OF EACH YEAR</p>	



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	<p><u>MISC. (Cont.)</u></p> <ul style="list-style-type: none"> LED STREET LIGHT PROJECT SCADA PROJECT 	<p>ON-GOING</p> <p>PROJECT BEGINS JULY 2015</p>	<p>ALL OF 2015</p> <ul style="list-style-type: none"> 1ST/2ND PHASE (SECOND STREET-FITCH STREET SUB-STATION) – JULY 2015 – DECEMBER 2015 3RD PHASE (EAST AVENUE) JANUARY 2015 – APRIL 2016 4TH PHASE – MAY 2016 – AUGUST 2016 5TH PHASE – AUGUST 2016 – NOVEMBER 2016 	<ul style="list-style-type: none"> DECEMBER 2015 – CONTINUED TO INSTALL LED’S THROUGHOUT THE DISTRICT DURING THE MONTH. WE INSTALLED 50 LED’S DURING THE MONTH, FOR A TOTAL OF 535, OR 80%, OF THE TOTAL STREET LIGHTS IN THE DISTRIBUTION SYSTEM. DECEMBER 2015 – SEVERAL “GLITCHES” HAVE TAKEN PLACE DURING THE TESTING PHASE OF THE SCADA SYSTEM WHICH WERE WORKED ON DURING THE MONTH. THIS WILL DELAY COMPLETION OF THE FIRST PHASE OF THE PROJECT UNTIL SOMETIME EARLY IN JANUARY, WHERE ALL PARTIES WILL BE ON-SITE TO ADDRESS ALL OF THE OUTSTANDING ISSUES.
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	<p><u>MISC. (Cont.)</u></p> <ul style="list-style-type: none"> • COMMERCIAL CUSTOMER VISITS • SYSTEM MAPPING 	<p>ON-GOING AS SCHEDULES PERMIT</p> <p>PROJECT BEGINS LATE AUGUST 2015.</p>	<p>THROUGHOUT 2015</p> <p>TO BE FINALIZED IN DECEMBER 2015.</p>	<ul style="list-style-type: none"> • DECEMBER 2015 – MIKE ADAMS PRESENTED A BRIEF OVERVIEW OF THE FEATURES AND CAPABILITIES OF THE PRODUCT AT THE DECEMBER 7TH COMMISSION MEETING. WE WILL ADD MODIFICATIONS TO THE SYSTEM ON AN ON-GOING BASIS AS WE UPGRADE OUR DISTRIBUTION SYSTEM GOING FORWARD.
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